

Technical Branch
Inspection Group
Code Compliance Series

CODE COMPLIANCE SUPERVISOR

08/99 (CDH)

Summary

Under general supervision, as section head, coordinate and control designated code compliance activities.

Typical Duties

Plan, organize, direct and review inspections, enforcement and documentation of environmental, licensing, zoning and various municipal or other codes. Involves: researching, recommending, establishing and monitoring practices to ensure conformance to federal, state and local mandated methods, standards or regulations including those that prevent or correct illicit industrial, commercial or construction related discharges of pollutants into the Municipal Separate Storm Sewer System, dumping of trash, accumulation of junk vehicles, distribution or display of makeshift signs, and business or occupational use of property; setting up or revising inspection schedules in response to requests for investigations or to accommodate random sampling program; apportioning and delegating cases to available inspectors based on priorities and capabilities; monitoring actions taken, verifying inspection results, follow up and action taken at critical phases and completion of investigations, leading teams on-site to conduct and expedite major or urgent field inspections; reconciling compliance decision disputes and advising staff, developers and property owners of suitable measures and processes to rectify violations detected; approving initiation of enforcement actions for noncompliance with cease and desist orders or citations; identifying and implementing safe handling techniques for hazardous materials; developing, auditing and overseeing application of procedures for surveillance, testing, tracing or other data gathering, and for compiling, analyzing, retaining and securing complete and accurate supporting reports and records in accordance with existing or new regulatory requirements.

Perform essential functions of a Code Compliance Inspector to investigate and resolve the more difficult or sensitive cases such as those having unique conditions or critical requirements. Involves: inspecting properties in response to violation complaints or to carry out random sampling program; interpreting applicability of regulations to unusual findings, recommending to management adoption of precedents as guidelines for dealing with similar situations that may arise and if approved, implementing them; developing case documentation and testifying as to facts as required.

Supervise assigned non-supervisory clerical and inspector employees. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance coaching and arranging for or conducting training and development activities such as to ensure maintenance of required certifications; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organizations structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor, coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher grades professional or managerial building services personnel as instructed; representing City code compliance interests by serving on committees and participating in meetings on an ad hoc or regular basis as specified; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: High School graduate, or equivalent, plus five (5) years of increasingly responsible code enforcement or field investigative experience including at least one (1) year in a capacity comparable to Code Compliance Inspector or higher level; or and equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: City and other relevant codes and standards; measurement and data recording methods; Considerable knowledge of: case documentation, report compilation and records maintenance procedures. Good knowledge of: work planning and organization principles; supervisory and training practices; techniques for persuasively dealing with the public.

Ability to: interpret and equitably apply various codes, regulations and standards to general or unusual situations; firmly and impartially inform and enforce compliance with ordinances and related regulations; keep current on code enforcement legislation and related technological developments; firmly and impartially exercise delegated supervisory authority; maintain effective working relationships with developers, property owners the general public,

other enforcement agencies, fellow employees and supervisors to cooperatively solve non-routine problems; compile and present documents and testimony in support of decisions and citations, express oneself clearly, concisely and convincingly orally and in writing such as to gain concurrence with code compliance requirements.

Skill in safe operation and care of: measuring and common office equipment, personal computer or network terminal including generic business productivity and specialized code enforcement software; motor vehicle.

Physical Requirements: Frequent: moving across uneven terrain, exposure to normal weather conditions; stooping, bending, kneeling and climbing, and driving through city traffic to make field inspections.

Licenses and Certificates: Certified as a housing, zoning or environmental enforcement officer by the Code Enforcement Association of Texas, or equivalent state or federal agency at time of application. Texas Class "C" Driver's License or an equivalent license issued by another state.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, extended hours, shift work or irregular schedules as necessary to meet operating needs.

Director of Personnel

Department Head

OFFICIAL